

2nd-Level Contractors Special Project Request Form

This form is to be used to report issues when you believe **second-level contractor has overlooked documentation submitted and did not process your appeal correctly**. This form should be filled out in its entirety. Do NOT append any documents to this form! Second-level contractors cannot amend their decision if the provider failed to provide documents on the original Level 2 appeal. Submit this completed form to Peggy Walker by fax 877-907-3862. Please do not include any HIPAA protected information, including beneficiary name!

Your Name	
Company Name	
Company Address	
Phone Number	

Appeal Number for C2C Level (Reconsideration)	
What item was denied? What was the reason stated for the denial by the reviewer?	
What are your rebuttal reasons? <i>(Make this in bullet point format with clear and legible notes.)</i> Why do you feel the documentation was there?	
What are the page numbers where the information can be found in the documentation you sent to the contractor?	

Note: Always number all pages when sending documentation to all areas of appeals. Use a cover sheet showing what is included in your documentation.